

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA II-3-25
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Subject: S.O.P. INFORMATION CARD (FORM TMD-320) TO ACCOMPANY JOB CONTROL SAMPLES SUBMITTED TO MDOT			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 7 S.O.P. NO. SAD II-3-22 EFFECTIVE: July 1, 1981	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To outline correct and uniform procedures for completing Information Card for Job Control Samples. (Form TMD-320).

GENERAL:

This card is to accompany each sample submitted to the Central Laboratory. It shall be completely filled in with all information pertinent to the sample. All information items printed in red and/or bold must be complete before a sample will be accepted for testing. A sample will not be tested in the Central Laboratory unless the sample information card is filled out properly.

When samples are delivered by the County/LSBP Engineer or one of his employees to the MDOT Central Lab, there will be a MDOT Materials Division employee to accept each sample at the delivery dock entrance of the Laboratory Building located at 412 East Woodrow Wilson Avenue (the delivery dock is located on North West Street). All samples must be checked in at the receiving dock entrance. The sample information card will be reviewed by the MDOT Materials Division employee at the time of delivery to ensure that the necessary information is on the sample card before acceptance of the sample. Normal office hours are 8:00 AM to 5:00 PM Monday thru Friday with the office being closed on all State holidays. The County/LSBP Engineer will be contacted for the further information if a required data field is not complete prior to the sample being turned into the applicable Lab(s) for testing.

Samples submitted by County/LSBP Engineers may be shipped via mail to be processed for sampling. Upon sample receipt, the Sample ID will be assigned by Materials Division Personnel. The person who assigns the Sample ID number will then contact the appropriate County or Consultant Engineer to inform them of the Sample ID Number assigned to the Sample. However, all other applicable fields in bold/red must be completed at the time of sample submittal so that the Sample ID can be assigned. If more information is required, the person submitting the sample will be contacted to obtain the necessary data. A sample will not be processed until after a Sample ID number has been assigned to the Sample.

Samples submitted to District Labs will be assigned a Sample ID Number by District Lab Personnel.

The TMD-320 cards are available online at MDOT's web site (www.gomdot.com) or linked from State Aid's web site (www.osarc.state.ms.us).

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The following instructions are related to the information required on the Information Card:

1. **Sample ID:** The identification number is used by MDOT and will be assigned by the Materials Division Central Lab for samples submitted by County/LSBP Engineers. Personnel who bring samples to the Central Lab should insure the sample has a Sample ID before leaving. The structure of this ID will be YYCCCCSSSXXXQQ, where YY is the last two-digits of the year the sample was taken, CCCC is a unique identifier for State Aid, SSS is the initials of the sampler, XXXX is a sequential number for the samples completed by the same person in one year, and QQ is an optional unique identifier for special circumstances.

When a sample record is created for a sample that is not a standard job control sample, the ID may have one of the following values representing the QQ space holders listed above: Corrected Copy-C1, C2, C3, etc., or IAS Verification-V, or IAS Observation-W, or Recheck-R1, R2, R3, etc., or Split Sample-I for IAS sample, J for Job Control Sample.

Note: Independent Assurance Samplers will enter their assigned IAS Sampler identifier rather than entering their initials in the SSS place positions.

2. **Sample Date:** Date the sample was taken.
3. **Contract ID:** The unique identifier of the contract with which the specified material is associated. (State and Federal Contracts shall have this number assigned along with the FMS Number at the project letting.) State Aid Projects, Consultant Projects, procurement requisition (PO) numbers, Maintenance Numbers, and any projects that are not assigned a "Contract ID" number at the project's letting shall list "State Aid" in this field.
4. **Project (FMS) No.:** This is the 12 digit FMS project number assigned to the contract for Federal Aid Projects only. State Aid Projects that are not assigned a FMS Number shall list any applicable project/construction numbers assigned to the project or material.

As the stage of a project changes, the Financial Management Division of MDOT assigns a FMS number to that stage. There are only two stages for Federal Aid Projects administered by State Aid. One is the Preliminary Engineering Stage and the other is the Construction Stage. Please note that all Debt Service Loan Projects will not have a 12 digit FMS number assigned to them.

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If during the Preliminary Engineering Stage the first testing the County/LSBP Engineer requires is to be performed by the MDOT, the County/LSBP Engineer will send it to them without any FMS number having been previously assigned. They will request the Financial Management Division of MDOT to assign the Preliminary Engineering FMS number. The Financial Management Division of MDOT will assign the FMS number and furnish it to both the MDOT Materials Division and State Aid. State Aid will then send the County/LSBP Engineer, the MDOT Materials Division and the State Aid District Engineer via e-mail the assigned FMS number. If during the Preliminary Engineering Stage the first testing required is to be performed by other than the MDOT, the County/LSBP Engineer will send State Aid the first "INVOICE FOR TESTING SERVICES PERFORMED ON STATE AID OR FEDERAL AID PROJECTS" as usual and then State Aid will request the Financial Management Division of MDOT to assign the Preliminary Engineering FMS number. The Financial Management Division of MDOT will assign the FMS number and furnish it to State Aid. State Aid will then send the County/LSBP Engineer, the MDOT Materials Division and the State Aid District Engineer via e-mail the assigned FMS number.

Once the FHWA authorizes a project for Construction, the Financial Management Division of MDOT will assign the FMS number and furnish it to State Aid. State Aid will then send the Engineer, the MDOT Materials Division and the State Aid District Engineer via e-mail the assigned FMS number. This FMS number is the only FMS number to be used in submitting subsequent testing to MDOT.

5. Pay Item Number: The Contract Pay Item associated with the Material Sample.
6. Sample Type: The Sample type for State Aid Samples submitted should be "State Aid".
7. Material: The properly designated name of the material represented by the sample. The complete name of the material shall be listed as shown in the Specifications under which the material is to be tested. For example: Size 57 Concrete Gravel, Type I/II Cement, PG 67-22 Asphalt Binder, Granular Material-Class 2, Group A, etc.
8. Approved Sources of Materials Product List (APL) Product Name: The brand name of the material as listed on the APL, as applicable.
9. Producer/Supplier Name: The original manufacturer or approved supplier of the material (not usually a material supplier, broker, or vendor). May be an asphalt plant's name, or a ready mix plant's name, etc.
10. Plant: The name of the plant supplying the material, or the Plant Letter for Aggregate Sources. List according to the City in which the plant is located. If there are multiple locations within the same city, include a street name for clarification.(e.g. Hanson Pipe, Jackson, MS, I-55 South)
11. Quantity Represented: The estimated quantity of material that the sample may represent. (This quantity shall not exceed the maximum quantity permitted by S.O.P. No. SA II-3-5).

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12. Sample Unit(s): The unit of measure for the sample itself (i.e. feet, sq ft, lbs, etc.) and is generally not the same as the pay item.
13. Intended use: The intended use of the material represented by the sample, such as: prime, soil stabilization, concrete, etc.; or, “for concrete mix design”, etc. More specific remarks should be entered into “Remarks” below.
14. Station Number: The station number of the sample location, if applicable.
15. Sampled by: The person’s name who took the sample. This person must be a qualified Department or Other Approved Laboratory employee directed by the County/LSBP Engineer to take the sample, and in the case of concrete or hot mix asphalt they must be “certified” to take the sample.
16. Requested By: The County/LSBP Engineer’s name, or authorized party, that authorized the sample to be tested.
17. Sampled From: The actual location from which the sample was obtained, or at which the sample was prepared, including but not limited to the roadway location, stockpile, conveyor belt, etc.
18. Lot/Batch No.: The unique identifier that corresponds to the manufacturer’s lot or batch, etc.
19. Mix Design Type/Class: The mix design type, or class, with which the sample may be associated, as applicable.
20. Mix ID: The mix ID number assigned to the approved mix design for the sample taken, as applicable.
21. Test(s) Desired: Indicate if the requested testing should include the standard tests normally run on the sample (to be denoted as “Regular”) and/or any specific test(s) that should be run on the sample. For example: “Regular plus soundness and abrasion”, or “Abrasion test only”, etc.

If a cylinder is to be broken at a specific date other than 28 days, indicate the number of days at which the cylinder is to be broken. Enter more specific details in “Remarks” below.

If the material was let under a Supplemental Specification, Special Provision or a Notice To Bidders, enter the Supplemental Specification, Special Provision or a Notice To Bidders number the material is required to meet.

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22. Remarks: Remarks are to show any additional information needed for processing of one sample. For ease in processing, the County/LSBP Engineer should include contact information such as name, address, telephone number, County name and/or email address in this space. If the sample is for design tests, add any information which will help to determine the type of tests and the design requirements.

It must be emphasized that all information pertinent to a sample is to be obtained from the Information Card, Form TMD-320. If this information is incomplete, the records pertaining to the sample will be incomplete, making it necessary to request additional information from the person submitting the sample. This causes delays in testing, and reporting of the test results. It is obvious that, if the information is incorrect, there is a very good chance that all subsequent records pertaining to the sample will be incorrect.

An Information Card should be securely fastened to a sample itself or to the package containing the sample. Care should be taken to insure that a card will not be lost or rendered illegible during shipment. When a concrete specimen is shipped in damp sawdust, for instance, the card can easily become damp and discolored, and can be illegible when delivered. When necessary, the card should be placed in an envelope and packed with the specimen, with a duplicate card (in an envelope) attached to the outside of the container.

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Front of Card:

TMD-320
Rev. Oct. 2004

MISSISSIPPI DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
SAMPLE INFORMATION CARD

1. **SAMPLE ID:** _____
 2. SAMPLE DATE: _____
 3. **CONTRACT ID:** _____
 4. **PROJECT (FMS) NO.:** _____
 5. **PAY ITEM NO.:** _____
 6. **SAMPLE TYPE:** _____
 7. **MATERIAL:** _____
 8. APL PRODUCT NAME (if applicable): _____
 9. **PRODUCER/SUPPLIER NAME:** _____
 10. PLANT (if applicable): _____
 11. **QUANTITY REP.:** _____
 12. **SAMPLE UNIT(S):** _____
 13. INTENDED USE: _____
 14. STATION NO.: _____
 15. **SAMPLED BY:** _____
 16. **REQUESTED BY:** _____
 17. SAMPLED FROM: _____
 18. LOT/BATCH NO.: _____
 19. MIX DESIGN TYPE/CLASS: _____
 20. MIX ID: _____
 21. TEST(S) DESIRED : _____
 22. REMARKS: _____
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The fields appearing in red/bold are required for Sample Testing. Samples submitted without this information will not be tested. Refer to the NOTES Section of this form for further instruction.

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Back of Card:

TMD-320

NOTES: SAMPLE INFORMATION CARD

1. **The Sample ID is the ID number used by SiteManager. This number will be assigned by the Materials Division Central Lab for samples submitted by County & Consultant Engineers.**
2. The date the sample was taken.
3. **This is the SiteManager Contract ID number (as applicable).**
4. **The Project Number is the FMS 12-Digit Number /Construction Number.**
5. **The Pay Item Number is the Contract Pay Item associated with the Material Sample (MDOT Projects Only).**
6. **The Type of Sample Taken. Choose from the following types: Job Control, Information, Mix Design, QA, Stock, State Aid, Source Approval, Research, IAS, and Recheck.**
7. **Material Name and/or Description.**
8. The Brand Name of the Material as listed on the Approved Products List (for applicable materials).
9. **The Original manufacturer or approved supplier of the material. (Not the Broker or Vendor)**
10. The name of the plant supplying the material, or the Plant Number for Aggregate Sources. List according to the City in which the plant is located. If there are multiple locations within the same city, include a street name for clarification.
11. **The quantity of material used on the project represented by the sample, or maximum permitted by SOP No. TMD 20-04-00-000.**
12. **The unit of measure for the sample (i.e. feet, square feet, pounds, etc.).**
13. The intended use of the sample, as applicable.
14. The station number of the sampling location, as applicable.
15. **The person's name who took the sample.**
16. **The project engineer's name, or other authorized party that authorized the sample to be tested.**
17. The location at which the sample was taken, including but not limited to roadway location, stockpile, etc.
18. The unique identifier that corresponds to the manufacturer's lot and/or batch number, as applicable.
19. The Mix Design type and/or class, as applicable.
20. The ID number assigned to the approved mix design for the sample taken, as applicable.
21. Indicate if the requested testing should include the standard tests run on the sample (to be denoted as "REGULAR") and/or any specific tests that should be run on the sample. For example, "Regular plus soundness and abrasion".
22. Specify anything that might clarify sample information or explain conditions or the circumstances pertaining to the sample.

The fields appearing in red/bold are required for Sample Testing. Samples submitted without this information will not be tested. Refer to the NOTES Section of this form for further instruction.